

# Bid on Projects

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The Michigan Department of Transportation (MDOT) has identified and outlined below the process requirements for bidding on MDOT advertised projects.

As of January 9, 2004, MDOT established electronic bidding on all projects with an engineer's estimate of \$1 million or greater. (See electronic bidding below).

## REQUIREMENTS TO BID AS A PRIME CONTRACTOR:

- A construction contractor must be prequalified in specific work classifications in order to bid on MDOT projects. To apply for prequalification, go to MDOT's Contractors' Service Center at <http://www.michigan.gov/mdotcontractors> and select the PREQUALIFICATION web page link.
- The contractor can view project advertisement and information from the Contractors' Service Center Web site at <http://www.mdot.state.mi.us/bids>.
- The contractor must complete [Form 1300EZ](#) (Statement of Current Contracts and Subcontracts) within the filing period specified in the [1300EZ Filing Schedule](#) to become eligible to bid on MDOT projects for a specified letting. The net numerical rating arrived from the information provided on the submitted 1300EZ form must calculate equal to or greater than the rating identified in the project advertisement.
- The contractor must also complete a [Form 1381](#) (Bid Document Request) to identify the project(s) for which a prime bidder wishes to bid and to be included on the eligible bidder's listing. **The deadline to submit a Form 1381 to CSD is 5:00 p.m. one day prior to the scheduled bid letting.**
- Forms 1300EZ and 1381 can be submitted by fax to Contract Services Division (CSD) at 517-373-3707, 517-241-4193, or by email at [MDOT-BidLetting@michigan.gov](mailto:MDOT-BidLetting@michigan.gov).

*Notes:* Contractors intending to bid as a subcontractor do not need to follow these requirements.

## REQUIREMENTS FOR ELECTRONIC BIDDING:

- In addition to the above requirements, MDOT participates in electronic bidding. Prime contractors bidding on projects identified with an engineer's estimate of \$1 million or greater are required to submit their bid by electronic means using the Expedite<sup>®</sup> Bid Program and Bid Express<sup>™</sup>.
- For more Information about bidding electronically, go to the [Bid Express](#) Website.

The overall process to establish electronic bid submission: to subscribe to Bid Express<sup>™</sup>, to generate a digital signature (Digital ID), and to perform a successful test of submitting a bid takes approximately 5-7 business days.

For questions about MDOT's electronic bidding process, contact [MDOT-BidLetting](#) by e-mail or telephone 517-335-4328.

## REQUIREMENTS TO OBTAIN PROJECT DETAIL

Proposals (specifications) and plans associated with a project can be obtained from, and are provided by, either of the two printing vendors listed below. The prime contractor must purchase the set of proposal and plans of the interested project to assist in their bid preparation.

**Capital Imaging**  
2521 E. Michigan Ave  
Lansing, MI 48912  
Phone: 517-482-2292  
Fax: 517-487-1920

**Motor City Imaging, LLC** (formerly Primeline/  
Weber-Valentine)  
20475 Woodingham  
Detroit, MI 48221  
Phone: 313-342-7480  
Fax: 313-342-7481

- MDOT continues to accept hard copy bids at the designated letting site for projects determined less than \$1 million. Or, the bid(s) can be mailed to the following location prior to bid opening time:  
Michigan Department of Transportation  
Contract Services Division – Bid Letting  
425 W. Ottawa St.

Lansing, MI 48933

**The exception to the above requirements is as follows:**

- Projects where prequalification has been waived--buildings or non-categorized work as identified on the project advertisement.

**Bids received after the official closing of bids will not be accepted.**